

U.S. PEACE CORPS



MANILA, PHILIPPINES

REQUEST FOR QUOTATION

Training Facilities for various US Peace Corps Events

Senator John F. Kennedy established the Peace Corps in 1961 to promote peace and friendship. He called on the American youth to give back to their country by living and working in developing countries.

Peace Corps Philippines is the organization's second oldest program. In October 1961, 130 Volunteers started assignments as teachers of English language, mathematics, and science. Since then, more than 8,000 Volunteers have served in the Philippines.

As such, the US Peace Corps is posting this bid request for a venue/s that could accommodate the following Training events.

Event 1	Supervisors' Conference Batch 271
Arrival	25-Aug
Departure	30-Aug
NO. OF PARTICIPANTS	
Qty	Type
71	PCTs
71	Supervisors
16	PC Staff
3	PST Staff
8	Resource PCVs/Supervisors
169	TOTAL PARTICIPANTS
ROOMS	
Qty	Type
5	Single
10	Twin
49	Triple
64	TOTAL ROOMS
MEALS	
1st Meal	26-Aug Breakfast (6 pax) 26 Aug Lunch (98 pax) 27 Aug Dinner (169 pax)
Last Meal	30-Aug Breakfast
Meal Set up	Managed buffet for all meals (b/l/d) and Set AM/PM snacks. Note that the numbers of meals indicated above were based on estimates.
Other Meal Requirements	Be able to offer menu for participants with special dietary needs (eg. vegetarians)

FUNCTION ROOMS		
Qty	Capacity	Purpose
1	170 pax	Plenary
3	50 pax	Breakout
1	15-20	Secretariat
5	TOTAL FUNCTION ROOMS	

Event 2	PST-Wrap Up / Swearing In Batch 271	
Arrival	15-Sep	
Departure	20-Sep	
NO. OF PARTICIPANTS		
Qty	Type	
71	PCTs	
16	PC Staff	
26	PST Staff	
6	Resource PCVs/Supervisors	
119	TOTAL PARTICIPANTS	
ROOMS		
Qty	Type	
3	Single	
15	Twin	
30	Triple	
48	TOTAL ROOMS	
MEALS		
1st Meal	September 16 Breakfast (6 pax) September 16 Lunch (113 pax) September 19 Cocktails (PM) During Swearing In	
Last Meal	September 20 Breakfast	
Meal Set up	Managed buffet for all meals (b/l/d) and Set AM/PM snacks. Note that the numbers of meals indicated above were based on estimates.	
Other Meal Requirements	Be able to offer menu for participants with special dietary needs (eg. vegetarians)	
FUNCTION ROOMS		
Qty	Capacity	Purpose
1	120-130 pax	plenary
3	30 pax	breakout
1	15-20 pax	secretariat room
5	TOTAL FUNCTION ROOMS	

ADDITIONAL REQUIREMENTS FOR BOTH EVENTS

GUEST ROOM Requirements	<p><i>Each participant should have their individual beds, no sharing of beds (except for married couples, who will need queen beds).</i></p> <p><i>2 rooms with matrimonial bed for married couples.</i></p> <p><i>Each room should have its own toilet and bath.</i></p> <p><i>Closet space is required.</i></p> <p><i>Preferred to have Wi-Fi access in each guest room.</i></p> <p><i>1 to 2 Single rooms will be used Medical Examinations (1 Male/1 Female) purposes</i></p> <p>Note: Number of rooms and participants are all based on estimates. Numbers may increase and decrease dependent on the final participants and event schedule.</p>
FUNCTION ROOM Requirements	<p><i>All function rooms should have Wi-Fi access at least with a 2mbps bandwidth speed; a projector screen or white wall to project onto; white board; free-flowing coffee and water.</i></p> <p><i>Plenary and breakout rooms are generally used from 8am to 8pm for sessions.</i></p> <p><i>Secretariat may be used for a maximum of 18 hrs./day.</i></p>
Other Venue Requirements	<p><i>Location should be within Luzon, preferably no more than 4 hours away from Manila.</i></p> <p><i>Accessible to public transportation.</i></p> <p><i>Availability of recreational facilities within the venue such as basketball court, gym, swimming pool, etc. is an advantage</i></p> <p><i>Wi-Fi access to common areas and guest rooms are also advantageous;</i></p> <p><i>Preferably venue would have a business center within or near the facility.</i></p>

Interested parties are required to complete the appropriate Request for Quotation (RFQ) form (linked below) and submit it to Ms. Rose Gatinao at rgatinao@ph.peacecorps.gov. Vendors may choose to send their bids on either one (1) or both events.

- 1) [Supervisors Conference RFQ Form](#)
- 2) [Wrap-up/Swearing in Event RFQ Form](#)

Written quotes must be received by US Peace Corps on or before **July 2, 2012.**